

Comments/Responses - 1st Draft PWS Review

<i>Section</i>	<i>Date Received</i> <i>Record Tag</i>	<i>Description</i>	<i>Action</i>	<i>Response</i>
C.1	2005:Jun:8:20:29:44 14310:78551a	Accounts Receivable - Reference C.5.6.2.3. There is a regulatory requirement to send a certified letter to the traveler regardless of whether the traveler is emailed when an offset is involved.		As stated in C.5.6.2.3, the SP shall perform this task in accordance with the Debt Collection Improvement Act (DCIA). Statement C.5.6.2.3 will be rewritten for clarification.
C.1	2005:Jun:6:14:55:22 12859:20431	There is a typing error in the second sentence of this paragraph. There word should be "to" not "t"	Concur	The PWS has been corrected.
C.1	2005:Jun:8:20:30:33 14355:28583	Debt Management - There is insufficient workload data provided in the draft PWS to resource the Debt Management function.	Concur	The PWS is a draft. Workload data is still being compiled by the PWS team.
C.1	2005:Jun:13:17:22:10 11253:73707	Add a Phase-Out Period in the PWS. C.1.20. PHASE-OUT. (The Agency Tender is excluded.) The phase-out period overlaps the final period of performance for this contract and the phase-in period for the successor contract for UFC Accounting Support Services. The phase-out period is the last 6 months of this contract performance. The SP shall provide a detailed, comprehensive Phase-Out Plan that explains how the SP will facilitate the transition to the SP for the successor contract. The SP shall continue to meet all performance requirements and not allow any of its responsible operations to be degraded during this phase-out period. The SP shall deliver the Phase-Out Plan to the Contracting Officer for review and approval within 6 months of the start of the base year period.	Concur	PHASE OUT will be added to the PWS.

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C.1	2005:Jun:14:21:02:20 23454:15444	The SP shall run the query, Biweekly, to printout all CAGE Codes that have had action against them by Contracting at any of the (62) Districts. Utilizing this list, query Central Contractor Register (CCR) and printout all CAGE Codes for further research by other employees. Sometimes must query CCR by Vendor Name, etc., when a Vendor ID is used by a District and not a CAGE Code. When the Bi-Weekly query is unavailable, the SP will check (T0) Database CEFMS Screen 6.47 and query for Treasury Checks printed on a particular Database for a particular day. The employee will utilize these results to query CCR. The above searches usually have 30 - 50 vendors already established in CEFMS each day and result in no input into CEFMS but the research was needed and warranted.	Noted	The purpose of the PWS is to identify tasks that will be performed by the service provider and provide workload statistics for each task. The PWS cannot direct the service provider on how to accomplish the tasks. The task of researching, validating and processing Central Contractor Registrations is identified in the PWS (C.5.8.2.6).
C.1	2005:Jun:8:20:25:08 13843:28264	Accounts Payable - Why is there a discrepancy in the workload data between what is provided in the draft PWS and what is listed on the UFC public website www.fc.usace.army.mil for the total Accounts Payable invoices processed in FY 04?	Noted	The FY04 Total Accounts Payable Invoices Processed listed on the UFC public website includes all invoices that are disbursed out of the UFC Disbursing Office. This includes credit card invoice, progress payment invoices and other invoices that are not processed in the Accounts Payable Division. Invoices processed at the Supported Activities are not part of the PWS. The number annotated in the PWS reflects only invoices that are processed in Accounts Payable Division of the UFC.
C.1	2005:Jun:8:20:28:07 14185:71604	Travel - Reference C.5.5.2.5 and C.5.5.3. The PWS does not provide any travel workload associated with creating bills.	Noted	The PWS is a draft. Workload data is still being compiled by the PWS team.
C.1	2005:Jun:8:20:31:10 14530:17471g	Disbursing - Reference C.5.8.7.2. PWS does not provide workload.	Noted	The PWS is a draft. Workload data is still being compiled by the PWS team.
C.1	2005:Jun:8:20:31:41 14773:36876a	Miscellaneous - There is no level of effort described; i.e. workload data. Some of these functions are highly critical and significant for a customer service organization.	Noted	The PWS is a Draft. Workload data is still being compiled by the PWS team.

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C.1	2005:Jun:8:20:29:44 14310:78551b	Accounts Receivable - Draft PWS does not appear to cover receipt and processing of incoming hard copy government order bills.	Concur	Incoming hard copy bills will be added to the PWS under C.5.6.2. The SP shall process intra-governmental bills in CEFMS.
C.1	2005:Jun:8:20:29:44 14310:78551c	Accounts Receivable - Reference C.5.6.4. There is no workload identified for accounts receivables and overdue Government order bills (C.5.6.4).	Noted	The PWS is a draft. Workload data is still being compiled by the PWS team.
C.1	2005:Jun:8:20:29:44 14310:78551d	Accounts Receivable - Reference C.5.6.1. The PWS does not provide any transmittal workload or any workload related to transmittal discrepancies.	Noted	The PWS is a draft. Workload data is still being compiled by the PWS team.
C.1	2005:Jun:8:20:31:10 14530:17471c	Disbursing - Requirement C.5.8.3.1.3.1 should read "greater than \$10."	Nonconcur	Checks for \$10 or greater are submitted to Procheck.
C.1	2005:Jun:8:20:31:10 14530:17471d	Disbursing - The draft PWS does not include any requirement for collecting and processing incoming checks received by or created for the UFC that are not identified on an ROV.	Concur	This comment will be added to the PWS.
C.1	2005:Jun:8:20:31:10 14530:17471f	Disbursing - Reference C.5.8.5.5. PWS does not provide workload for checks that require special handling and processing.	Noted	The PWS is a draft. Workload data is still being compiled by the PWS team.
C.1	2005:Jun:8:20:31:41 14773:36876	Miscellaneous - Reference C.5.9.1.11, add the trouble calls for printers.	Concur	PWS will be updated to include printers.
C.1	2005:Jun:8:20:31:10 14530:17471b	Disbursing - Reference C.5.8.2.4, PWS does not provide workload.	Noted	The PWS is a draft. Workload data is still being compiled by the PWS team.
C.1	2005:Jun:8:20:31:10 14530:17471a	Disbursing - Reference C.5.8.2.2, recommend that requirement be added for SP to receive negotiable instruments.	Concur	The PWS will be modified to incorporate the receiving of negotiable instruments.
C.1	2005:Jun:8:20:25:08 13843:28264d	Travel - Reference C.5.5.1.5, the workload for the requirement to print and forward completed vouchers! should be equal to the workload identified for total TDY travel actions. The requirement for the special handling should be a separate requirement with separate workload.	Noted	The workload data for C.5.5.1.5 has been corrected.

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C.1	2005:Jun:8:20:25:08 13843:28264c	Accounts Payable - For requirement C.5.4.4.4, only HAP workload is provided. There is significantly more workload associated with stop orders and offsets against contractors indebted to the government, with no workload indicated in the PWS.	Noted	The PWS is a draft. Workload data is still being compiled by the PWS team.
C.1	2005:Jun:8:20:25:08 13843:28264b	Accounts Payable - PWS requirements C.5.4.1.2 and C.5.4.1.4 appear to be duplicates.	Noted	Duplicate records have been deleted.
C.1	2005:Jun:8:20:25:08 13843:28264e	Travel - Why is there no mail function identified in the draft PWS for the Travel function such as checking for mail deliveries, sorting and distributing mail within the Travel Division?	Noted	It was determined in the course of gathering data that the only items that are delivered to Travel Division through the mail room are related to Permanent Change of Station (PCS). The processing of PCS vouchers is not being studied as part of the PWS.
C.1	2005:Jun:8:20:25:08 13843:28264a	Accounts Payable - PWS requirements C.5.4.1.1 and C.5.4.1.3 appear to be duplicates.	Noted	Duplicate records have been deleted.
C.1	2005:Jun:8:20:31:10 14530:17471	Disbursing - Paragraph numbering in C.5.8.2 and subsequent subparagraphs is misleading. Subparagraphs do not pertain to deposits made in foreign countries.	Concur	The paragraph numbering will be modified.
C.1	2005:Jun:8:20:31:10 14530:17471e	Disbursing - Reference C.5.8.3.2. PWS does not provide workload.	Noted	The PWS is a draft. Workload data is still being compiled by the PWS team.
C.2	2005:Jun:13:12:51:59 13576:85255	The following words should be included in the list of definitions. Bammers, Internal customers, Intragovernmental, negotiated instrument, Non-negotiated instrument, Procheck transmittal, witness (C5.8.3.2.).	Concur	The Definitions will be updated with the words listed.
C.2	2005:Jun:13:12:54:03 13890:35677	NI - Negotiated Instrument should be included in the list of acronyms.	Concur	NI Negotiated Instruments will be added to the acronym list.

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C.3	2005:May:23:17:31:21 11140:54372	Official mail generated by the SP shall be processed by the UFC Mail Room. What is that process? In what formats will the SP have access to the incoming mail (documents that are scanned, control numbers/date stamped, hard copy put where by the Mail Room contractor, access to electronic files of documents scanned, etc.). A SP needs to understand how they are receiving documents, as well as how it goes out of the building.	Concur	The PWS will be amended to include procedures for incoming and outgoing mail.
C.5	2005:Jun:13:18:12:20 16519:32756	There is no mention of the follow-up on delinquent Prospect billings. Same thing that's on accounts receivable for PROSPECT bills should be added to Debt Management for delinquent bills.	Concur	Follow-up for Delinquent Prospect Bills will be added.
C.5	2005:Jun:14:20:21:44 19185:48666	IPAC Adjustments: Identify reason for reject of transaction; conduct research for accuracy debit/credit balance, verify accounting appropriation, agency location codes . Identify the corrective action and process. Correspond with Accounts Payable, Accounts Receivable. Reverse action in CEFMS to balance statement of difference reports. Verify corrective action and information prior to resubmitting. Collect billings in CEFMS.	Noted	The purpose of the PWS is to identify tasks that will be performed by the service provider and provide workload statistics for each task. The PWS cannot direct the service provider on how to accomplish the tasks.
C.5	2005:Jun:13:18:08:46 16324:77609	It is implied that the SP will run the open items listing. The DGR runs the query that produces the open items listing, and the SP pulls his/her applicable portion for review/follow-up/analysis.	Concur	Statement will be clarified.
C.5.2	2005:May:25:17:11:01 10960:85296	Please check the preamble that is on the website. it currently says that the proposal is going to be issued in June. I think that is left over from the IM/IT and should say September 2005.	Concur	The date has been corrected.

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C.5.4	2005:Jun:15:19:16:31 26592:36671	The Alaska District would appreciate something being added to the performance work statement regarding accruals and accrual reversals. We would like to the service provider to please coordinate with the Districts on making any accrual reversals so that we can make a determination at the District if any re-accruals need to occur. This is a Chief Financial Officer (CFO) issue which is monitored very heavily by our District. Accruals also have a huge impact on our budget execution results and nominal balances. Thus, we would appreciate proactive language being included in the work statement regarding coordination requirements for accruals and accrual reversals in the accounts payables and TDY disbursing sections.	Nonconcur	The reversal of accruals is not an accounting support function and is outside the scope of the PWS.
C.5.4	2005:Jun:6:15:14:51 14968:11929	The statement is correct for C.5.4.1.2 but appears as a duplicate in C.5.4.1.4. Was the correct statement for C.5.4.1.4 left out by mistake? I don't think both statements should be the same.	Concur	The Duplicate statement has been removed.
C.5.8	2005:Jun:14:20:42:09 21322:90328	The SP shall monitor "specials" bin every 30 minutes and pull documents for files and distribute, as required by DGR.	Noted	The purpose of the PWS is to identify tasks that will be performed by the service provider and provide workload statistics for each task. The PWS cannot direct the service provider on how to accomplish the tasks.
C.5.8	2005:Jun:14:15:08:36 16751:57261	There is no mention of manual collections done for checks received for bills, etc. Receiving Office Vouchers are mentioned but not the large number of checks received to be collected here at the Finance Center by collection clerks.	Concur	This task will be added to the PWS.